

85-3227

DD/A REGISTRY

FILE: 00-2

(RECD)

## ROUTING AND TRANSMITTAL SLIP

Date

17 SEPT 1985

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1. DIRECTOR OF LOGISTICS

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate XXX	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

For appropriate action.

DO NOT use this form as a RECORD of approvals, concurrences, disposals,

FROM

EO/DDA 7D18 HQS

Room No.—Bldg.

Phone No.

5041-102

41 (Rev. 7-76)

\*USGPO: 1983-421-529/320

Prescribed by GSA  
FPMR (41 CFR) 101-11.206

STAT

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Administrator  
General Services Administration  
Washington, DC 20405

85-3227

September 5, 1985

Dear Mr. Fitzwater:

Last year, the General Services Administration held a two day conference entitled "Partnership in Administration." The purpose of the conference was to provide a better understanding of customer agency needs and concerns regarding GSA policies and procedures. At its conclusion, a commitment was made to hold another conference in 1985.

I invite you to participate in this year's "Partnership in Administration" conference to be held October 16-18, 1985, at the Xerox Training Center in Leesburg, Virginia.

Several changes have been made in the structure of this year's conference. More time will be devoted to workshops, and more emphasis will be placed on regional involvement.

I plan to participate in a number of sessions and have scheduled time to meet with small groups of interested agency officials. In addition, Constance Horner, Director of the Office of Personnel Management; Carole Dineen, Associate Director for Management, Office of Management and Budget; and Congressman Frank Horton, Ranking Minority Member on the House Government Operations Committee have been invited to address the conferees.

Limited participation is necessary to ensure maximum interaction among the attendees. In order to achieve this goal, senior level officials are encouraged to attend. Therefore, we ask that in addition to yourself, you designate three of your key administrative officials to attend.

A proposed schedule as well as an agenda for the concurrent workshops are enclosed. Each attendee should choose four workshops which are of particular interest, and indicate his/her selections on the enclosed "Reservation for Workshops."

The registration fee of \$195.00 covers meals, lodging, and all associated training expenses with the exception of travel to and from Leesburg. Cancellation will be honored through October 2, 1985. Substitution of appropriate personnel will be accepted.

To register, please complete a Standard Form 182 for each attendee and return it along with the "Reservation for Workshops" no later than September 25, 1985, to:

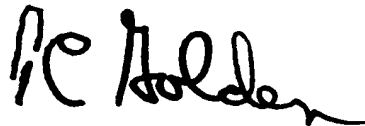
Customer Affairs  
Office of Operations (AR)  
General Services Administration  
Washington, DC 20405

Confirmation and additional details will be sent to you prior to the conference. If you have any questions, please call Tom Catlin on 523-1200.

I look forward to your active participation in the 1985 Leesburg Conference.

With best wishes.

Sincerely,

A handwritten signature in black ink, appearing to read 'T.C. Golden', with a stylized flourish at the end.

Terence C. Golden

Mr. Harry E. Fitzwater  
Deputy Director for  
Administration  
Central Intelligence Agency  
Washington, DC 20505

Enclosures



# PARTNERSHIP IN ADMINISTRATION PROPOSED CONFERENCE SCHEDULE

## Wednesday, October 16

12:00 - 2:00 p.m.	Registration	
2:30 - 2:40 p.m.	Welcome	Terence Golden, Administrator of General Services
2:40 - 3:30 p.m.	Remarks	Constance J. Horner, Director, Office of Personnel Management
3:30 - 4:30 p.m.	Remarks with Questions and Answers	Terence Golden, Administrator of General Services
4:30 - 5:00 p.m.	Break	
5:00 - 6:00 p.m.	Reception	
6:00 - 7:30 p.m.	Buffet Dinner	

## Thursday, October 17

7:00 - 8:00 a.m.	Breakfast	
8:00 - 8:15 a.m.	Remarks	Paul Trause, Deputy Administrator of General Services
8:15 - 8:30 a.m.	Administrative Announcements	
8:30 - 9:45 a.m.	Remarks	Michael Broome, Inspirational and Humorous Speaker
9:45 - 10:15 a.m.	Break	
10:15 - 11:30 a.m.	Concurrent Workshops	Workshops co-chaired by GSA and Customer Agency Officials
11:30 - 12:45 p.m.	Lunch	

Over

**U.S. GENERAL SERVICES ADMINISTRATION**



**PARTNERSHIP IN ADMINISTRATION  
CONCURRENT WORKSHOPS**

**October 17, 1985**

**U.S. GENERAL SERVICES ADMINISTRATION**

Track 1	10:15 - 11:30	<b>Real Property Asset Management</b>			<b>Special Sessions</b>		Track 1
		<b>Government-wide Real Property Initiatives</b>	<b>Operations, Maintenance, and Security</b>	<b>Workspace Reforms</b>	<b>Customer Agency Concerns</b>	<b>Procurement Management</b>	
		<ul style="list-style-type: none"> <li>GSA leadership role</li> <li>Implementation of the Executive Order</li> <li>Progress on PCMI studies</li> <li>Legislation needed to implement STRIDE (data management system)</li> <li>Organization impact on agencies</li> <li>Where do we go from here?</li> </ul>	<ul style="list-style-type: none"> <li>RENT</li> <li>Commercial facilities management</li> <li>Physical security/terrorist issues</li> <li>Leasing/alterations procedures</li> <li>Repair and alteration timetables</li> <li>Health and safety issues</li> <li>Asbestos, PCB's</li> </ul>	<ul style="list-style-type: none"> <li>Space reduction initiatives D-71</li> <li>Supplemental space</li> <li>OMB role</li> <li>Reporting requirements</li> </ul>	<ul style="list-style-type: none"> <li>Informal discussion with Terence Golden, Administrator of General Services</li> </ul>	<ul style="list-style-type: none"> <li>Career management programs</li> <li>Automated systems</li> <li>Federal Acquisition Regulations</li> <li>Competition in Contracting Act</li> </ul>	
Track 2	12:45 - 2:00	<b>Real Property Asset Management</b>			<b>Special Sessions</b>		Track 2
		<b>Government-wide Real Property Initiatives</b>	<b>Operations, Maintenance, and Security</b>	<b>Delegation of Authority</b>	<b>Regional Perspective</b>	<b>Small Agency Services</b>	
		<ul style="list-style-type: none"> <li>GSA leadership role</li> <li>Implementation of the Executive Order</li> <li>Progress on PCMI studies</li> <li>Legislation needed to implement STRIDE (data management system)</li> <li>Organization impact on agencies</li> <li>Where do we go from here?</li> </ul>	<ul style="list-style-type: none"> <li>RENT</li> <li>Commercial facilities management</li> <li>Physical security/terrorist issues</li> <li>Leasing/alterations procedures</li> <li>Repair and alteration timetables</li> <li>Health and safety issues</li> <li>Asbestos, PCB's</li> </ul>	<ul style="list-style-type: none"> <li>OMB position</li> <li>Funding directive</li> <li>GSA oversight</li> <li>Multi-tenant buildings</li> <li>Users group</li> <li>Single tenant buildings</li> </ul>	<ul style="list-style-type: none"> <li>Service delivery processes and capabilities</li> <li>Consistencies/Inconsistencies implementing GSA policy</li> <li>Scope of authority</li> <li>Communication with customers</li> <li>Regional "Partnership" conference results</li> <li>Field/Headquarters relations</li> </ul>	<ul style="list-style-type: none"> <li>Special needs of small agencies</li> <li>Small agency networking</li> </ul>	
Track 3	2:30 - 3:45	<b>Federal Supply and Services</b>			<b>Special Sessions</b>		Track 3
		<b>Travel and Transportation Management</b>	<b>Office Furnishings</b>	<b>Supply and Procurement</b>	<b>Customer Agency Concerns</b>	<b>Cooperative Administrative Services</b>	
		<ul style="list-style-type: none"> <li>Credit cards</li> <li>Fleet management</li> <li>City pairs</li> <li>Per diem proposals</li> <li>Government-wide relocation policy</li> <li>Refunds for unused transportation</li> </ul>	<ul style="list-style-type: none"> <li>Acquisition of systems furniture E-61</li> <li>EDP modular furniture</li> <li>Schedules</li> <li>Delegations</li> </ul>	<ul style="list-style-type: none"> <li>Customer Supply Centers</li> <li>Telephone ordering</li> <li>Excessing office machines</li> <li>Dollar thresholds</li> <li>MUFFIN</li> </ul>	<ul style="list-style-type: none"> <li>Informal discussion with Terence Golden, Administrator of General Services</li> </ul>	<ul style="list-style-type: none"> <li>Pilot projects</li> <li>Future plans</li> <li>Funding issues</li> </ul>	
Track 4	4:45 - 6:00	<b>Information Resources</b>			<b>Special Sessions</b>		Track 4
		<b>Information Resources Management</b>	<b>Federal Telecommunications System</b>	<b>Records Management</b>	<b>Partnership through Communication</b>	<b>Regional Perspective</b>	
		<ul style="list-style-type: none"> <li>Federal Information Resources Management Regulations</li> <li>ADP obsolescence</li> <li>High technology buildings</li> <li>ADP procurement</li> </ul>	<ul style="list-style-type: none"> <li>FTS 2000</li> <li>ASP and WITS</li> <li>Detailed reporting</li> <li>Local services</li> <li>POTS</li> <li>Integrating voice and data communications</li> </ul>	<ul style="list-style-type: none"> <li>Mail management</li> <li>Copy management</li> <li>Surveys vs actual costs</li> <li>Electronic recordkeeping</li> </ul>	<ul style="list-style-type: none"> <li>GSA/OMB/client agencies</li> <li>Interagency policy development</li> <li>Customer agency policy review</li> <li>Inter/intra agency channels of communication</li> <li>Vertical communications of information within agencies</li> </ul>	<ul style="list-style-type: none"> <li>Service delivery processes and capabilities</li> <li>Consistencies/Inconsistencies implementing GSA policy</li> <li>Scope of authority</li> <li>Communication with customers</li> <li>Regional "Partnership" conference results</li> <li>Field/Headquarters relations</li> </ul>	



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**PARTNERSHIP IN ADMINISTRATION**  
**RESERVATION FOR WORKSHOPS**

**Concurrent Workshops**  
**October 17, 1985**

**Instructions:**

1. Select (by marking "X" in the appropriate box) one workshop from each of the four tracks.  
(See Workshop Schedule for descriptions.)
2. Please return with the Standard Form 182 by September 25, 1985.

	Real Property Asset Management			Special Sessions	
	Government-wide Real Property Initiatives	Operations, Maintenance, and Security	Workspace Reforms	Customer Agency Concerns	Procurement Management
Track 1 10:15 - 11:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Track 2 12:45 - 2:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Track 3 2:30 - 3:45	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Track 4 4:45 - 6:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Real Property Asset Management			Special Sessions	
	Government-wide Real Property Initiatives	Operations, Maintenance, and Security	Delegation of Authority	Regional Perspective	Small Agency Services
Track 1 10:15 - 11:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Track 2 12:45 - 2:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Track 3 2:30 - 3:45	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Track 4 4:45 - 6:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Federal Supply and Services			Special Sessions	
	Travel and Transportation Management	Office Furnishings	Supply and Procurement	Customer Agency Concerns	Cooperative Administrative Services
Track 1 10:15 - 11:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Track 2 12:45 - 2:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Track 3 2:30 - 3:45	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Track 4 4:45 - 6:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Information Resources			Special Sessions	
	Information Resources Management	Federal Telecommunications System	Records Management	Partnership through Communication	Regional Perspective
Track 1 10:15 - 11:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Track 2 12:45 - 2:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Track 3 2:30 - 3:45	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Track 4 4:45 - 6:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of Attendee

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# **PARTNERSHIP IN ADMINISTRATION** **RESERVATION FOR WORKSHOPS**

**Concurrent Workshops**  
**October 17, 1985**

**Instructions:**

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 (See Workshop Schedule for descriptions.)
2. Please return with the Standard Form 182 by September 25, 1985.

Track 1 10:15 - 11:30	<b>Real Property Asset Management</b>			<b>Special Sessions</b>		Track 1
	Government-wide Real Property Initiatives	Operations, Maintenance, and Security	Workspace Reforms	Customer Agency Concerns	Procurement Management	
Track 2 12:45 - 2:00	<b>Real Property Asset Management</b>			<b>Special Sessions</b>		Track 2
	Government-wide Real Property Initiatives	Operations, Maintenance, and Security	Delegation of Authority	Regional Perspective	Small Agency Services	
Track 3 2:30 - 3:45	<b>Federal Supply and Services</b>			<b>Special Sessions</b>		Track 3
	Travel and Transportation Management	Office Furnishings	Supply and Procurement	Customer Agency Concerns	Cooperative Administrative Services	
Track 4 4:45 - 6:00	<b>Information Resources</b>			<b>Special Sessions</b>		Track 4
	Information Resources Management	Federal Telecommunications System	Records Management	Partnership through Communication	Regional Perspective	



# PARTNERSHIP IN ADMINISTRATION RESERVATION FOR WORKSHOPS

Concurrent Workshops  
October 17, 1985

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10:15 - 11:30		12:45 - 2:00		2:30 - 3:45		4:45 - 6:00	
<b>Real Property Asset Management</b>		<b>Real Property Asset Management</b>		<b>Real Property Asset Management</b>		<b>Real Property Asset Management</b>	
Government-wide Real Property Initiatives	Operations, Maintenance, and Security	Workspace Reforms	Customer Agency Concerns	Procurement Management			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Real Property Asset Management</b>		<b>Real Property Asset Management</b>		<b>Real Property Asset Management</b>		<b>Real Property Asset Management</b>	
Government-wide Real Property Initiatives	Operations, Maintenance, and Security	Delegation of Authority	Regional Perspective	Small Agency Services			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Federal Supply and Services</b>		<b>Special Sessions</b>		<b>Special Sessions</b>		<b>Special Sessions</b>	
Travel and Transportation Management	Office Furnishings	Supply and Procurement	Customer Agency Concerns	Cooperative Administrative Services			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Information Resources</b>		<b>Special Sessions</b>		<b>Special Sessions</b>		<b>Special Sessions</b>	
Information Resources Management	Federal Telecommunications System	Records Management	Partnership through Communication	Regional Perspective			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Track 4

Track 3

Track 2

Track 1

Name of Attendee

Department or Agency

Date





# PARTNERSHIP IN ADMINISTRATION RESERVATION FOR WORKSHOPS

Concurrent Workshops  
October 17, 1985

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<b>Real Property Asset Management</b>		<b>Real Property Asset Management</b>		<b>Federal Supply and Services</b>		<b>Information Resources</b>	
Government-wide Real Property Initiatives	Operations, Maintenance, and Security	Workspace Reforms	Customer Agency Concerns	Procurement Management	Travel and Transportation Management	Office Furnishings	Federal Telecommunications System
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Special Sessions</b>		<b>Special Sessions</b>		<b>Special Sessions</b>		<b>Special Sessions</b>	
			Regional Perspective	Customer Agency Concerns	Supply and Procurement	Records Management	Partnership through Communication
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Small Agency Services	Cooperative Administrative Services			Regional Perspective
			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

Name of Attendee

Department or Agency

Date